



TELL Survey Guidance

1. JANUARY/FEBRUARY: Assignment of Educator Codes

- School-level KEA representatives or non-administrative staff receive and distribute anonymous codes to educators
- Educators' codes should NOT be tracked
- Principals support but remain neutral during the distribution of codes

2. MARCH: Administration of TELL Kentucky Survey

- KEA representatives or non-administrative staff communicate the process for completing the survey
- Educators complete the survey independently and at their discretion
 - The survey may be completed at any time during the month of March
 - Completing the survey is voluntary
- Administrators do NOT monitor or require educator completion of the survey

3. MARCH: School and Educator Recognition

- Teachers in schools with a 100% completion rate are eligible to win a \$1,000 prize
- Schools with a 50% response rate are eligible to win a \$1,000 school prize

4. MAY/JUNE: Tell Kentucky Results Available

- Survey results are used by shareholders in continuous improvement planning
- Survey results inform principal's working conditions goal
- Survey results are considered as a source of evidence in a principal's annual summative evaluation